



**ADDENDUM NO. # 1  
REQUEST FOR PROPOSALS NUMBER 14-119**

**For**

**On Call Design and Survey Services for Sidewalk Program Projects**

**PROPOSALS DUE July 14, 2014 2:00 p.m. EDT**

**COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.**

**City of Sandy Springs – Purchasing Division**

**Sandy Springs City Hall**

**7840 Roswell Road Bldg. 500**

**Sandy Springs, GA 30350**

**I hereby acknowledge receipt of Addendum 1 for RFP No. 14-119 for On Call Design and Survey Services for Sidewalk Program Projects and have incorporated the changes into my response for the abovementioned Request for Proposal.**

**COMPANY NAME:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Sandy Springs has received and answered the following questions:

1. **Question:** There is a conflict in the number of proposals required for submission. Section 3.4.1 – Item #4 Six (6) copies of the technical proposal One (1) original Five (5) hard copies; and One (1) digital copy in pdf format Section 4.3.1 An original and three (3) copies of the Technical Proposal are required. Do you need 3 or 5 copies of the proposal?

**Answer:** The requirement in section 3.4.1 is correct. A revised RFP package has been posted to City's website. The revised page is part of this addendum.

2. **Question:** Section 4.3.2 states, "The Professional Service Pricing Schedule must be packaged separately and include information as requested herein relative to the costs proposed to accomplish the proposed project." What specifically are you requesting? A rate sheet for all personnel?

**Answer:** Yes. Please provide an itemized hourly rate sheet for the proposed services.

3. **Question:** The proposed is limited to 35 pages but what does this 35 page count include and not include? Are the table of contents, proposal letter, cover letter, front and back covers, and section dividers counted in this page limit?  
**Answer:** The page limit does not include table of contents, proposal letter, cover letter, front and back covers, and section dividers.
4. **Question:** {Page 10} Under 3.4.1 Project Deliverables (3.c.) 'A proposed schedule for completing the Project Scope described above' Is a schedule required in this submittal as that would depend on project specific parameters for project scope, length, number of parcels, utilities involved, etc.?  
**Answer:** No.
5. **Question:** Does the Cover, Back Cover, index pages, proposal TOC, and the required documents: RFP Instruction to Proposers {Page 1}, Proposal Letter {Page 2}, RFP14-119 TOC {Pages 3-4}, and Certification 7.0 {Page 16} count in the 35 page limit?  
**Answer:** No
6. **Question:** Should Exhibit G and H {Pages 45-46} be included in the submittal for the prime and each sub consultant in the required documents section as well?  
**Answer:** Yes
7. **Question:** {Page 11} Under 4.2 Required Organization of Offeror Proposals 'Number the responses so they are keyed to the paragraph of the RFP that the response addresses.' Is the response numbering referred to in section 3.4.1 or is the numbering preferred to follow numbering in the evaluation criteria?  
**Answer:** Yes
8. **Question:** {Page 11} Under 4.3.2 Professional Services Pricing Schedule Proposal. Does the City have a pricing schedule form for the hourly rates to include which will provide uniformity among submittals?  
**Answer:** No. Please provide an itemized hourly rate sheet for the proposed services.
9. **Question:** How many copies of pricing schedule should be included under separate cover?  
**Answer:** 4
10. **Question:** {Page 12} Under 4.4.2 Evaluation Committee. Does the Prime (having current GDOT prequalification) need to have also submitted the 'Sandy Springs Public Works Department SOQ' as well to be eligible to submit for this proposal?  
**Answer:** No
11. **Question:** Are GDOT prequalifications required for each experience area if team members do not have a Sandy Springs SOQ on file with the City?  
**Answer:** Yes
12. **Question:** Is a schedule required for this, as it is an on-call contract?  
**Answer:** No, this is an on-call contract.
13. **Question:** Is section 7.0 Certification required to be submitted with the technical proposal? If so does this count towards the 35 page maximum?

**Answer:** No. Forms and certificates required by Sandy Springs don't count towards the page count.

**End of Addendum No. #1**